

Career Expo 2019

Vacancy Information Sheet

Company:	Island Pacific Hotel
Position:	Front Desk Officer
Qualifications and Requirements:	<ul style="list-style-type: none">> Diploma or above in Hospitality Management> Pleasant, service-oriented personality> Knowledge of Opera system is preferred> Good command of English, Cantonese and Putonghua
Duties and Responsibilities:	<ul style="list-style-type: none">> To provide quality customer service to hotel guests according to the hotel's established standard> To answer hotel guests' enquiries, and facilitate the check in and check out process> To ensure smooth front desk counter operation in order to achieve total customer satisfaction
Work Location:	Sai Ying Pun
Employment Type:	Full-time
Basic Salary:	HK\$14,500
Other Benefit(s):	12 days Annual Leave Birthday Leave Medical Plan Dental Plan Discretionary Bonus
How to Apply:	By Email: humanresources@islandpacifichotel.com.hk By Fax: 2559-8834

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Company:	Island Pacific Hotel
Position:	Reservations Sales Executive
Qualifications and Requirements:	<ul style="list-style-type: none">> Diploma or above in Hospitality Management> Knowledge of Opera system is preferred> Polite and customer-oriented> Good command of both spoken and written English, Cantonese and Putonghua
Duties and Responsibilities:	<ul style="list-style-type: none">> To handle customers' daily reservations> To process local and overseas calls to the hotel guests, hotel staff and take messages when necessary> To follow up the guest enquiries as well to furnish the up-to-date hotel information
Work Location:	Sai Ying Pun
Employment Type:	Full-time
Basic Salary:	HK\$14,500
Other Benefit(s):	12 days Annual Leave Birthday Leave Medical Plan Dental Plan Discretionary Bonus
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Company:	Island Pacific Hotel
Position:	Concierge Officer
Qualifications and Requirements:	> Diploma or above in Hospitality Management > Customer-oriented with good communication and interpersonal skills are added advantages > Good command of English and Cantonese. Putonghua is a plus
Duties and Responsibilities:	> To take care of guests' belongings upon arrival and departure > To give out accurate information and details concerning hotel facilities, venues and functions and handling guest inquiries
Work Location:	Sai Ying Pun
Employment Type:	Full-time
Basic Salary:	HK\$14,500
Other Benefit(s):	12 days Annual Leave Birthday Leave Medical Plan Dental Plan Discretionary Bonus
How to Apply:	By Email: humanresources@islandpacifichotel.com.hk By Fax: 2559-8834

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Company:	Island Pacific Hotel
Position:	Bar Waiter / Waitress
Qualifications and Requirements:	> Diploma or above in Hospitality Management > Relevant training and work experience is preferred > Good command in English, Cantonese and Putonghua
Duties and Responsibilities:	> To proactive to serve the guests > To be familiar with the menus and the service sequence > To take guest order, and prepare guest bill > To keep a good relationship with the guests
Work Location:	Sai Ying Pun
Employment Type:	Full-time
Basic Salary:	HK\$14,500
Other Benefit(s):	12 days Annual Leave Birthday Leave Medical Plan Dental Plan Discretionary Bonus
How to Apply:	By Email: humanresources@islandpacifichotel.com.hk By Fax: 2559-8834

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Company:	Island Pacific Hotel
Position:	Cook - Main Kitchen
Qualifications and Requirements:	> Certificate holder or above in Basic or Professional Cookery (Western) or equivalent is preferred
Duties and Responsibilities:	> To perform different types of cookery and meal preparation > To clean and re-set working area
Work Location:	Sai Ying Pun
Employment Type:	Full-time
Basic Salary:	HK\$15,000
Other Benefit(s):	12 days Annual Leave Birthday Leave Medical Plan Dental Plan Discretionary Bonus
How to Apply:	By Email: humanresources@islandpacifichotel.com.hk By Fax: 2559-8834